

4 SAFETY AND HEALTH TRAINING

4.1 EMPLOYEE SAFETY AND HEALTH TRAINING

4.1.1 PURPOSE

Safety and health training for employees is an effective avenue to assure employees learn how to perform their jobs safely and understand the DMB Safety and Health System. Supervisors will ensure that new employees are given a safety and health orientation, and all employees will be provided with specific on-the-job safety and health training.

4.1.2 GENERAL SAFETY AND HEALTH ORIENTATION

The purpose of a general safety and health orientation is to inform new employees about the potential hazards they may encounter in the workplace and how to protect themselves from those hazards. The orientation will also provide an opportunity to communicate with employees *their* responsibility for safety and health and discuss critical information in the DMB Safety and Health Policies and Procedures Manual.

1. All new employees shall receive a general safety and health orientation from their supervisor. This orientation will be given prior to the employee beginning their assigned job duties.
2. The Employee General Safety and Health Orientation Checklist form (*see Section 9.1*) provides a summary of the critical safety and health information supervisors need to discuss with employees.
 - a. All employees should sign the orientation checklist indicating the receipt and understanding of the information discussed during the orientation with the supervisor.
 - b. The supervisor will also sign the orientation form indicating that he/she has explained department policy, procedures, programs and requirements to the employee.
 - c. Signed copies of the orientation checklist shall be placed in the employee's personnel file located in the Human Resources Division and a copy maintained by the supervisor. This signed acknowledgment serves as reinforcement to the employee's commitment to safe work practices.

4.1.3 SPECIFIC SAFETY AND HEALTH TRAINING

It is crucial that each worker be familiar with the potential and specific hazards of their job, how to prevent or control the hazards, and how to protect themselves and others. Training should be conducted:

- for new employees
- regularly

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- when required by a specific standard established by a governmental agency or the department
- when new methods are developed or changed
- when an employee's responsibilities or designated job duties change
- when pattern of unsafe behaviors are observed
- when new hazards are identified
- when new controls are implemented
- when personal protective equipment is required

Training should provide:

- *knowledge*: information about the topic
- *skills*: specific abilities that the employee needs in order to work safely
- *application*: hands-on practice using the knowledge and skills learned

Knowledge retention should be tested periodically.

The training requirements are identified in specific programs throughout Sections 10, 11 & 12.

4.1.4 RECORDKEEPING

Upon completion of any safety and health training, the supervisor will have the employees sign the "Employee Training Verification" form, (see Section 9.2). Once received, the supervisor will record the information on the "Employee Safety & Health Training Record," (see Section 9.3). This training record will be maintained by the supervisor, division or where appropriate and made available to the DMB Safety and Health Coordinator upon request.

4.2 SUPERVISORY SAFETY AND HEALTH TRAINING

4.2.1 PURPOSE

Supervisors know and understand the work being performed by employees. Therefore, they have the responsibility to train employees how to perform their job safely.

Supervisors need to understand their responsibilities for safety and health and communicate effectively with their employees. Safety and health supervisory training will assist supervision in performing this important function of their job.

4.2.2 SUPERVISOR TRAINING

1. Each supervisor and management representative is responsible for understanding and communicating the policies and procedures in the DMB Safety and Health Policies and Procedures Manual as they apply to their employees and operations.
2. It is essential that each supervisor thoroughly understand safe work requirements so they are prepared to provide the necessary training for their employees. Hazards can be controlled by establishing and communicating safe work requirements for the safe operation of all equipment and processes in the workplace. (*Refer to topics in Section 12 Safe Work Requirements.*)
3. Supervision will periodically be provided with safety and health training in order to upgrade their knowledge and skills.
4. Supervisors may need safety and health training in the following general topics:
 - DMB Safety and Health Policies and Procedures Manual - supervisor's responsibilities
 - MIOSHA compliance responsibilities
 - Conducting accident investigations
 - Identifying workplace hazards
 - Conducting safety and health inspections
 - Selection and use of personal protective equipment (PPE)

4.2.3 SAFETY AND HEALTH TRAINING TOOLS

A tool for supervisors to utilize in training employees on task related job safety is the Job Safety Analysis Form *see Section 9.4.*

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CHARTS ON NEXT PAGES have been eliminated from the manual. Keep these for our personal reference.

4.3 GENERAL SAFETY TRAINING MATRIX

Safe Work Requirements	Design & Construction	Information Technology Support	All Office Operations	Health Screening	VTS Laborer	VTS Autobody Repair	VTS Auto Mechanic	VTS Paint Shop	VTS Supervisor
Asbestos Awareness				X			X	X	X
Automobile Painting				X				X	X
Cranes & Hoists	X				X	X	X	X	X
Electrical Safety	X	X	X	X	X	X	X	X	X
First Aid	X	X	X	X	X	X	X	X	X
General Provisions	X	X	X	X	X	X	X	X	X
Hand & Power Tools	X	X			X	X	X	X	X
Ladder Safety	X	X			X	X	X	X	X
Machine Guards	X	X			X	X	X	X	X
Motor Vehicle Safety	X	X	X	X	X	X	X	X	X
Office Safety	X	X	X	X					
Personal Protective Equipment Program	X	X		X	X	X	X	X	X
Powered Groundskeeping Equipment	X	X							
Scaffolds	X							X	
Slips/Trips/Falls	X	X	X	X	X	X	X	X	X
Vehicle Mounted Elev. & Rotating Platforms (aerial lifts)	X	X						X	X
Visitor & Contractors	X	X	X	X				X	X
Welding & Cutting	X				X	X	X	X	X
Woodworking Equipment	X	X							
COMPLIANCE PROGRAMS (MIOSHA)									
Bloodborne Pathogens				X					
Control of Hazardous Energy Sources	X	X						X	X
Emergency Evacuation	X	X	X	X	X	X	X	X	X
Ergonomic Guidelines	X	X	X	X	X	X	X	X	X
Fall Protection	X							X	
Hazard Communication	X	X	X	X	X	X	X	X	X
Hazardous Waste	X								
Hearing Conservation	X			X	X	X	X	X	X
Permit Required Confined Space	X							X	
Personal Protective Equipment	X	X		X	X	X	X	X	X
Pesticide Use and Application	X								
Respiratory Protection	X							X	X

4.4 OPS TRADES TRAINING MATRIX

<p>A = Annually B = Biennial (Every 2 Years) S = Semi-Annual (Twice Per Year) P = Performance Based L=3 Year License</p> <p>All Programs Require Initial Orientation Training</p>	Power Plant Operator	Electrician CRW & CDR	Refrigeration & Maintenance Mechanic	Painter	Grounds Keeping	Carpenter/Mason/Plasterer	Modular Construction	Locksmiths	Parking	Plumbers	Trade Supervisor	Facility Manager & Labor Tenant Services	Central Control Operator
* Abrasive Wheels	P	P	P		P	P		P		P	P	P	
Accident Prevention Signs and Tags	P	P	P	P	P	P	P	P	P	P	P	P	P
Asbestos Awareness	A	A	A	A		A	A			A	A	A	
Bloodborne Pathogens	A	A	A	A	A	A	A	A	A	A	A	A	A
* Confined Space Entry Program	A	A			A					A	A	A	
* Control of Hazardous Energy (lockout/tagout)	A	A	A	A	A	A	A	A	A	A	A	A	A
Cranes & Hoist	P	P	P	P		P	P			P	P	P	
Electrical Power Generation, Transfer & Distrib.	A	P									P		P
Electrical Safety Related Work Practices	A	P	P	P	P	P	P	P	P	P	P	P	S
* Emergency Evacuation	S	S	S	S	S	S	S	S	S	S	S	S	B
* Ergonomic Guidelines	B	B	B	B	B	B	B	B	B	B	B	B	
Excavating, Trenching and Shoring		P	P		A						P	P	
* Fall Protection	A	A	A	A	A	A	A	A		A	A	A	P
First Aid	P	P	P	P	P	P	P	P	P	P	P	P	
Fleet Safety	P	P	P	P	P	P	P	P	P	P	P	P	
Powered Industrial Trucks (Forklift)	L	L	L	L		L	L	L	L	L	P	P	P
General Provisions	P	P	P	P	P	P	P	P	P	P	P	P	
Hand & Power Tools	P	P	P	P	P	P	P	P		P	P	P	A
* Hazard Communications	A	A	A	A	A	A	A	A	A	A	A	A	
* Hearing Conservation Program	A	A	A	A	A	A	A	A		A	P	P	
Ladder Safety	B	B	B	B	B	B	B	B		B	B	B	
* Lead	P	P	P	P	P	P				P	P	P	
Machine Guards	A	A	A	A	A	A	A	A		A	A	A	
Metalworking Machinery	P	P	P	P	P	P	P	P	P	P	P	P	
Motor Vehicle Safety	P	P	P	P	P	P	P	P	P	P	P	P	
Non-ionizing Radiation													
* Personal Protective Equipment Program	A	A	A	A	A	A	A	A	A	A	A	A	
Pesticide/Herbicide Application	A				A						P	P	
Powered Groundskeeping Equipment			P		P	P					P	P	
Refuse Packer Units		P	P	P	P	P	P	P	P	P	P	P	
Respiratory Protection Program	A	A	A	A	A	A	A	A		A	P	P	
Risk Assessment	P	P	P	P	P	P	P	P		P	P	P	
Scaffolds	P	P	P	P	P	P	P	P		P	P	P	
Slings	P	P	P	P		P	P			P			
* Slips, Trips, and Falls	A	A	A	A	A	A	A	A	A	A	A	A	
Spray Finishing		P		P	P	P	P	P		P	P	P	
* Steam	A	A	A	A	A	A				A	A	A	
Tractors and Mobile Equipment		P									P	P	
Tree Trimming & Removal		P			B						P	P	
Vehicle Mounted Elevated & Rotating platforms	P	P	P	P	P	P	P			P	P	P	
Visitor and Contractor Safety	P	P	P	P	P	P	P	P	P	P	A	A	P
Welding & Cutting	P	P	P		P	P				P	P	P	
Woodworking Equipment	P	P	P		P	P	P				P	P	

* Denotes Requirements Beyond Minimum CIS Requirement

4.5 OSS TRADES TRAINING MATRIX- PAGE 1 OF 2

State of Michigan
DMB Training Frequency
by Site/Assignment

A = Annually
B = Bi-Annual
S = Semi-Annual
P = Performance Based
L = 3 Year License

All Programs Require Initial
Orientation Training

Report. Mach Op R.C.C.
Supervisor R.C.C.
Storekeeper 6/7 M.M.
Supervisor M.M.
Storekeeper 6/7 S.S.P.
Storekeeper 9 S.S.P.
Supervisor S.S.P.
Reproduction Mch Opr P.G.S.
Repro. Mch. Repair/Supervisor/Tech P.G.S.
Supervisor P.G.S.

- * Abrasive Wheels
- Accident Prevention Signs and Tags
- Asbestos Awareness
- Bloodborne Pathogens
- * Confined Space Entry Program
- * Control of Hazardous Energy
- Cranes & Hoist
- Electrical Safety Related Work Practices
- * Emergency Evacuation
- * Ergonomic Guidelines
- * Fall Protection
- First Aid
- Fleet Safety
- Forklift & Other Material Handling Equipment
- General Rules
- Hand & Power Tools
- * Hazard Communications
- * Hearing Conservation Program
- Ladder Safety
- Machine Guards
- Metalworking Machinery
- Motor Vehicle Safety
- * Personal Protective Equipment Program
- Powered Groundskeeping Equipment
- Respiratory Protection Program
- Risk Assessment
- Slings
- * Slips, Trips, and Falls
- Spray Finishing
- Vehicle Mounted Elevated & Rotating Platforms

Rapid Copy Centers	Materials Management Facility	State Surplus Property			Print Graphics Services		
							P
P	P	P	P	P	P	P	P
A	A	A	A	A	A	P	P
A	A	A	A	A	A	A	A
P	P	P	P	P	P	P	P
S	S	S	S	S	S	S	S
A	A	B	B	B	B	A	A
		A	A	A	A	A	A
P	P	P	P	P	P	P	P
L	P						
		L	P	L	L	P	P
P	P	P	P	P	P	P	P
P	P	P	P		P	P	P
A	A	A	A	A	A	A	A
A	P					A	A
A	A	A	A	A	A	A	A
						P	
		P	P	P	P	P	P
P	P	P	P	P	P	P	P
A	A	A	A	A	A	A	A

* Denotes Requirements Beyond Minimum CIS Requirements.

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OSS TRADES TRAINING MATRIX- PAGE 2 OF 2

**State of Michigan
DMB Training Frequency
by Site/Assignment**

A = Annually
B = Bi-Annual
S = Semi-Annual
P = Performance Based
L = 3 Year License

All Programs Require Initial
Orientation Training

Storekeepers M.D.S.
Local Freight run M.D.S.
Driver M.D.S.
Supervisor M.D.S.
Storekeeper F.S.P.
Driver F.S.P.
Supervisor F.S.P.
Storekeeper R.F.M.
Microfilm Mch. Oper. R.F.M.
Supervisors R.F.M.

- * Abrasive Wheels
- Accident Prevention Signs and Tags
- Asbestos Awareness
- Bloodborne Pathogens
- * Confined Space Entry Program
- * Control of Hazardous Energy
- Cranes & Hoist
- Electrical Safety Related Work Practices
- * Emergency Evacuation
- * Ergonomic Guidelines
- * Fall Protection
- First Aid
- Fleet Safety
- Forklift & Other Material Handling Equipment
- General Rules
- Hand & Power Tools
- * Hazard Communications
- * Hearing Conservation Program
- Ladder Safety
- Machine Guards
- Metalworking Machinery
- Motor Vehicle Safety
- * Personal Protective Equipment Program
- Powered Groundskeeping Equipment
- Respiratory Protection Program
- Risk Assessment
- Slings
- * Slips, Trips, and Falls
- Spray Finishing
- Vehicle Mounted Elevated & Rotating Platforms

Mail Delivery Services				Federal Surplus Property			Records Forms Management		
				P	P	P			
P	P	P	P	P	P	P	P	P	P
A	A	A	P	A	A	P	A	A	A
							A		A
A	A	A	A	A	A	A	A	A	A
				P	P	P			
P	P	P	P	P	P	P	P	P	P
S	S	S	S	S	S	S	S	S	S
B	B	B	B	B	B	B	B	B	B
A	A	A	A	A	A	A	A	A	A
P	P	P	P	P	P	P	P	P	P
	P	P	P	P	P	P			
L	L	L	P	L	L	P	L		P
P	P	P	P	P	P	P	P	P	P
P	P		P	P	P	P	P	P	P
A	A	A	A	A	A	A	A	A	A
A	A		P	A	A	P			
				B	B	B	B	B	B
A	A	A	A	A	A	A	A	A	A
				P	P	P	P		P
P	P	P	P	P	P	P	P	P	P
A	A	A	A	A	A	A	A	A	A
				P	P	P			
				A	A	P	A	A	A
P	P	P	P	P	P	P	P	P	P
				P	P	P			
A	A	A	A	A	A	A	A	A	A
P			P	P	P	P			

* Denotes Requirements Beyond Minimum CIS Requirements.